ACT Statewide Assessments
For 2009-2010

District Assessment Coordinator's Guide

EXPLORE
PLAN
The ACT

Prepared by ACT in cooperation with the Kentucky Department of Education

Customer Service

Phone:
EXPLORE and PLAN Customer Service 877.228.5484
The ACT Customer Service (General Questions)………………800.553.6244 Ext. 2800
The ACT Customer Service (Accommodated Testing)………800.553.6244 Ext. 1788

E-mail:
EXPLORE ……………………………………………..………explore-ky@act.org
PLAN ……………………………………………...………………..plan-ky@act.org
The ACT ………………………………………………….……….kytest@act.org

Customer Service Regular Hours for all assessments:
Monday through Friday, 9:30 AM - 6 PM ET or 8:30 AM - 5 PM CT

Customer Service Extended Hours on Initial & Makeup Test Date for the ACT administration:
March 9 & 23, 2010, 7 AM - 6:30 PM ET or 6 AM - 5:30 PM CT

ACT Customer Services will not be available the following days:
* Labor Day   September 7, 2009
* Thanksgiving and following day   November 26 and 27, 2009
* Christmas Eve & Christmas Day   December 24 and 25, 2009
* New Year's Eve & New Year's Day   December 31, 2009 and January 1, 2010
* Martin Luther King, Jr. Day   January 18, 2010
* Presidents' Day   February 15, 2010
* Memorial Day   May 31, 2010
* Monday after Independence Day   July 5, 2010

DACs should contact KDE Assessment Support for questions about:
* Who should test?
* Allowable accommodations for EXPLORE and PLAN
* Changes to DAC name or contact information, school names, or shipping addresses

KDE Assessment Support 502.564.4394

Monday through Friday, 7:30 AM - 5 PM ET or 6:30 AM - 4 PM CT

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AN OVERVIEW OF ACT'S
EDUCATIONAL PLANNING AND
ASSESSMENT SYSTEM (EPAS)

From the Kentucky Department of Education:

…Kentucky statute KRS 158.6451 requires all Kentucky public-school students to take the Educational Planning and Assessment System (EPAS) tests from ACT, Inc., including EXPLORE for eighth graders, PLAN for tenth graders, and the ACT for eleventh graders, beginning in the 2007-2008 school year. The law also calls for ACT scores to be recorded on high-school transcripts and for ACT, Inc., to supply an individual report for each student based on the results of each of these tests.

These reports will provide teachers and parents with important and helpful feedback about the academic progress being made by students. These reports will also help identify students with academic deficiencies and provide guidance in developing individual, accelerated learning plans designed to correct these deficiencies. The feedback will also help challenge students by urging them to take accelerated courses, with an emphasis on Advanced Placement (AP) courses…

ACT's three EPAS programs – EXPLORE®, PLAN® and the ACT® – are based on a common content continuum in each of the four areas tested (English, mathematics, reading, and science). Each includes non-cognitive measures and surveys that allow students to build relationships between their academic development, their backgrounds, and their plans.

All of the assessments are multiple-choice tests administered under standardized conditions. The tests in each of the EPAS assessment programs are designed to be developmentally and conceptually linked, while addressing the level of difficulty and content appropriate to the respective grades.

To reflect that continuity, the test names (English, mathematics, reading, and science) are the same across the three programs. The EPAS programs are, therefore, extremely helpful for measuring students' achievement over time, for gauging students' readiness for the transition to the next level of learning, and for school program evaluation.

EXPLORE   **September 14-25, 2009**   **EXPLORE Testing Window**

EXPLORE is designed to help **eighth graders** explore a broad range of options for their future. EXPLORE prepares students not only for their high school coursework, but for their post–high school choices as well.

PLAN   **September 14-25, 2009**   **PLAN Testing Window**

PLAN helps **tenth graders** build a foundation for future academic and career success and provides information needed to address school districts' high-priority issues. It is a comprehensive guidance resource that helps students measure their current academic development, explore career/training options, and make plans for the remaining years of high school and post-graduation years.

The ACT   **March 9, 2010**   **Initial Test Date**
March 9 - 23, 2010   **Accommodations Testing Window**
March 23, 2010   **Make-Up Test Date**

The ACT test assesses **eleventh graders'** general educational development and their ability to complete college-level work.

DAC RESPONSIBILITIES FOR EXPLORE and PLAN

As the District Assessment Coordinator (DAC), you are the primary liaison between ACT and the schools in your district for the EXPLORE and PLAN programs, and an important resource for the ACT, which is administered directly through the schools. You are responsible for ensuring adherence to the standardized testing policies, guidelines, and procedures outlined in the *Test Supervisor's Manual* and *Room Supervisor's Manual*, as well as those detailed in this guide. In addition, DACs are invited to participate in all conferences and workshops addressing testing procedures or the interpretation of results.

For EXPLORE, PLAN, and the ACT, DACs are required to submit rosters electronically to KDE for state records. Even though ACT Test Supervisors will be responsible for submitting ACT State Testing rosters on paper to ACT as well, an ACT roster must also be submitted to KDE for reporting purposes. All rosters submitted to KDE should contain annotations of accommodations, exemptions, and unusual situations.

NOTE: Kentucky's assessment program is currently in transition and ACT assessments are not included in accountability formulas during the interim (2009-2010, 2010-2011) period.

PLACING INITIAL ORDERS FOR EXPLORE and PLAN TEST MATERIALS

In May, KDE provided an online EXPLORE/PLAN ordering application to DACs for purposes of updating school and district information and ordering test material quantities for standard time and accommodated testing. Those orders were compiled by KDE and provided to ACT as one master order each for EXPLORE & PLAN. In cases where DACs did not provide quantities, the Office of Assessment & Accountability may have ordered standard time materials for you based on your current year population. If you have a question about the quantity selected for your schools please contact OAA. A basic overage of five extra test booklets for all orders up to 200, ten extra test booklets for all orders from 200 - 500, and fifteen extra test booklets for orders over 500 will be included.

RECEIVING AND DISTRIBUTING TEST MATERIALS

A week prior to the arrival of test materials in the District offices, ACT will deliver a separate DAC carton packed with a complete sample set of materials (except test books). Instructions for packing scoring-related materials will also be provided with this mailing. All school test materials will be shipped to arrive in your office the week of August 17, using a traceable carrier. All test materials are considered secure and should be handled and stored accordingly at the district office and in the respective schools. See the *Test Supervisor's Manual* for EXPLORE and PLAN for specific guidelines on handling and storing secure test materials.

DACs should open the materials and verify counts *immediately* to determine if they will need to place supplemental orders. If supplemental test materials are required, DACs should contact EXPLORE AND PLAN Customer Service at 1-877-228-5484. Supplemental orders for all standard time and accommodated materials must be received by ACT **by no later than Wednesday, August 26, 2009.** After that date all supplemental order requests will be directed to the Office of Assessment Support for fulfillment from their ACT provided inventory. No further material orders for EXPLORE & PLAN will be processed by ACT.

ACT will provide everything needed for this year's testing, including envelopes for return materials with pre-paid address labels attached. **You must not use any EXPLORE or PLAN materials remaining from prior years.** Please note that ACT will not be able to score test materials from prior years.

- ACT will package materials by school and assessment. If materials for any assessment are packed in more than one carton (N) per school, the cartons will be numbered 1 of N, 2 of N, etc. Cartons will be identified with colored tape to distinguish EXPLORE from PLAN cartons arriving at the same time.
- A packing list will be inserted in carton number 1 for each school and assessment.
- Organize cartons by school and assessment to check-in the materials.
- Pre-ID labels for EXPLORE and PLAN will be included with test materials, sorted alphabetically by student last names within school (i.e., in the order they were submitted to ACT). School personnel will need to affix EXPLORE and PLAN pre-ID labels to answer folders and sort answer documents by test room before the scheduled test day for each assessment.
- Special format materials ordered for students testing with accommodations may be packaged separately by school and assessment.

You should verify delivery of all materials detailed on the packing list for each school and assessment by opening the cartons and taking inventory of the contents of each carton separately.

- Materials are packed in a deliberate order and should be replaced in the carton in the same order.
- Report any discrepancies between the packing lists and materials actually received by calling EXPLORE and PLAN Customer Service immediately at 1-877-228-5484.
- Make a photocopy of each packing list for your files before returning the original to the respective carton.
- Close each carton securely with packaging tape included in the cartons.
- After verifying carton contents against the packing list, distribute cartons to the appropriate schools.
- Remind schools to keep the enclosed mailing envelopes for use in returning materials to you and, subsequently, for pickup and return to ACT.

REQUESTING ADDITIONAL MATERIALS

School personnel should contact the DAC if they need additional EXPLORE or PLAN testing materials; you may transfer materials between schools in your district if you know that a specific school has extra materials. However, do not transfer materials to or from another district. If, for any reason, you need to request additional EXPLORE or PLAN testing materials for any school in your district, contact EXPLORE and PLAN Customer Service at 1-877-228-5484. Please be sure to identify your order as part of the state contract when you call. **The Deadline for ordering supplemental materials through ACT is Wednesday, August 26, 2009.** After that date all requests for supplemental materials must be directed to KDE's Division of Assessment Support. Please be aware the transfer of materials between schools is not allowed for the ACT exam.

RETURNING TEST MATERIALS

Used answer documents and administrative forms should be prepared for the scheduled pickup and returned to ACT. As the DAC, you are responsible for receiving materials from the schools as they conclude their testing, and preparing testing materials for return to ACT by the date scheduled (October 2) for carrier pickup. If your district includes more than one school, the scorable materials from all schools can be packed together by program; do not combine EXPLORE and PLAN materials in the same envelope.

Used EXPLORE and PLAN test books should be retained in the testing school in a secure manner, and returned to students with their student reports. Unused test books are proprietary materials and while it is not necessary to return them to ACT, they should be destroyed in a secure manner. Braille test materials must be returned to ACT. Schools may dispose of other accommodation-related test materials that are not returned to students with their test results.

Please note that EXPLORE and PLAN Answer Folders received at ACT after October 23 will be scored but will not be included in the school/district aggregate reports if they have already been generated. Updated aggregate reports that include late answer folders can be generated for schools/districts for an additional fee.

ACT SITE CODE CLARIFICATION

Please note the ACT site code for PLAN and the ACT is a six-digit code (different from the Kentucky assigned six-digit code). The ACT site code for EXPLORE is an eight-digit code. These numbers can be found on your materials packing list, and should be entered on your school header. Please call EXPLORE and PLAN Customer Service if you have any questions about your school site code.

EXPLORE

PROGRAM OVERVIEW

The EXPLORE program is a curriculum-based assessment designed to help **eighth** grade students gain an understanding of their academic development in terms of preparation for college, make the most of their opportunities in high school and beyond, and guide them as they start thinking about future educational and career planning.

Like all assessment programs offered by ACT, EXPLORE is based on the belief that young people – and their parents, teachers, counselors, and school administrators – will make more productive plans and decisions if they have organized, relevant information available when they need it most.

EXPLORE assesses academic progress, provides an early indicator of college readiness, helps students understand and begin to explore the wide range of career options open to them, and assists them in developing a high school coursework plan that prepares them to achieve their post-high school goals.

DESCRIPTION	SUBJECT	NUMBER OF QUESTIONS	TIME
Required for all grade 8 students A curriculum-based educational and career planning program that helps students entering high school to build rigorous academic plans.	English Mathematics Reading Science	40 30 30 28	30 min 30 min 30 min 30 min

IMPORTANT DATES - EXPLORE	
MAY 13	• EXPLORE online ordering completed with KDE
AUG 17-21	• EXPLORE State Testing materials arrive in districts
AUG 26	• Last date to place EXPLORE supplemental orders through ACT Customer Service. After this date, contact KDE for supplemental orders.
SEP 14 - 25	• EXPLORE State Testing window
OCT 2	• ACT prepaid pickup of EXPLORE Test materials for return to ACT
No later than NOV 2	• EXPLORE reports for schools arrive in district offices
No later than NOV 2	• EXPLORE reports for districts arrive in district offices
JAN – FEB 2010	• EXPLORE State Testing data interpretation workshops for DACs and other district and school staff

WHO SHOULD BE TESTED?

All students enrolled in **grade 8** of a Kentucky public school, except alternate assessment students, are to complete the EXPLORE program. Any student who skips grade 8 is still required to take all mandatory tests administered to all students in grade 8. A student who must repeat grade 8 will be required to repeat grade 8 tests. Please note that ONLY grade 8 student testing is covered by Kentucky's contract with ACT – all other EXPLORE orders for testing students in

other grades must be placed through ACT Customer Service. The schools and/or districts placing these orders (i.e., not KDE) will be responsible for these costs.

PRE-ID OF ANSWER FOLDERS

ACT will provide bar-coded pre-ID labels based on the student data file provided by KDE in June. Labels will be packaged with test materials by school, sorted alphabetically by student last name (i.e., in the order they were submitted to ACT). School personnel will need to affix labels to answer folders and sort documents by testing room prior to the first administration of non-test sections. Instructions for applying the labels will be included in the test materials shipment. Once a label is applied to an answer folder, the folder cannot be used for a different student. If there is no pre-ID label for a student please see EXPLORE *Frequently Asked Questions,* page 11, for directions.

ACCOMMODATIONS

Rules for granting accommodations for EXPLORE testing are the same as for the Kentucky Core Content Test (KCCT). Go to **http://education.ky.gov/JumpTo/?jump=ACTAssessments** and click on EXPLORE Assessment for more information.

SPECIAL FORMAT MATERIALS AVAILABLE FOR ACCOMMODATIONS EXPLORE TESTING
• Large-print test book with large-print test response worksheet
• Braille test book
• Reader's script of test book
• Test recorded on audiocassette or CD

Reporting Accommodations

For students testing with accommodations, the Building Assessment Coordinator (BAC)/Test Supervisor must record a testing accommodations code in the shaded box at the top of the second page of the answer folder for all students receiving a special accommodation. They should mark the **one** code that best describes the accommodation. (See *Room Supervisor's Manual*, page 10). Non-test portions of EXPLORE can be completed with the assistance of a reader or scribe in an untimed setting.

1. Extended time limits with standard print materials (no other assistance)
2. Large print test book with *standard* time limits
3. Large print test book with *extended* time limits
4. Oral presentation (from audio CD) with extended time limits
5. Oral presentation (from reader's script only) with extended time limits
6. Braille test book with extended time limits
7. Scribe to transfer answers to answer folder with *standard* time limits
8. Scribe to transfer answers to answer folder with *extended* time limits
9. Assistive communication device (e.g., FM audio system) with extended time limits
10. Oral presentation (from cassette) with extended time limits

EXPLORE accommodated forms are different from EXPLORE test forms used for students testing under standard conditions. This is an important distinction to remember during testing and when distributing test booklets to students with their student reports.

Limited English Proficient (LEP)
First year LEP students in grade 8 are not required to take the EXPLORE assessments. An EXPLORE answer folder for a first year LEP student should not be returned to ACT. Schools will need to document first year LEP status on the roster and during review of data for reporting with

KDE. Second year and beyond LEP students in grade 8 are required to take the EXPLORE assessments. Districts need to bubble in **LEP** in the Special Status Code section. If a LEP student receives any testing accommodation indicated on the Program Services Plan (PSP), districts also need to bubble the appropriate accommodation code on the answer folder.

DISPOSITION OF MATERIALS AFTER TESTING
Immediately after concluding the testing process, BACs/Test Supervisors should gather answer folders, prepare them as described in the *Room Supervisor's Manual*, page 23, and forward them, with completed administrative forms, to the DAC in the large envelopes provided. As materials are received from schools, confirm that all administrative forms (School Report Headers, Irregularity Reports, etc.) have been completed appropriately and placed correctly with the answer folders for scoring. Instructions for packaging and identifying return envelopes will be provided in a separate communication to DACs.

All used EXPLORE test books should be retained at the schools in a secure manner, to be returned to the students with their EXPLORE Student Report. Any remaining, unused test books are proprietary materials and while it is not necessary to return them to ACT, they should be destroyed in a secure manner. You will not be able to use these test books next year.

EXPLORE REPORTS
All of the reports listed below will be delivered to DACs. Student and school reports should be forwarded to the respective schools.

REPORTS	LEVEL	MEDIA
EXPLORE Student Score Report with Item-Response including current school, and prior-year state norms (2 per student)	Student	Print
Using Your EXPLORE Results 2009-2010	Student	Printed booklet
EXPLORE Student Score Labels (2 per student)	Student	Self-adhesive labels
EXPLORE Student List Report	School	Print
EXPLORE Profile Summary Report – School (includes Presentation Packet, College Readiness Standards, and Early Intervention Rosters)	School	Print
EXPLORE Interpretive Guide for Student & School Reports	School	Print
EXPLORE Item-Response Summary Report – School	School	Print
EXPLORE Item-Response Summary Report Interpretive Guide	School	Print
EXPLORE Test Book 03B	School	Print
EXPLORE Data File by School (includes local and state norms)	School	.txt on CD
EXPLORE District Profile Summary Report (includes Presentation Packet and College Readiness Standards) and copies of EXPLORE Profile Summary Report – School for each testing school in the district	District	PDF on CD
EXPLORE Item Response Summary Report – District and copies of EXPLORE Item-Response Summary Report – School for each testing school in the district	District	PDF on CD
EXPLORE Data File by District (includes local, district and state norms)	District	.txt on CD

See Important Dates table on page 8 for clarification of report delivery timeline.

FREQUENTLY ASKED QUESTIONS ABOUT EXPLORE

Q: *Test materials before the test: If a school does not have enough test materials for enrolled students, may I transfer materials from one school to another or borrow materials from another district?*

A: If a school needs additional EXPLORE test materials, they can be transferred from a school in your district that is certain to have extra materials. You should arrange for all such material transfers, and keep a log showing the transferring and receiving sites, quantities and serial numbers (if applicable) of the specific materials transferred. **Do not transfer materials between districts.**

Q: *Last-minute accommodations: What do I do if a student is injured and will have trouble reading or completing an answer document during testing?*

A: Injured students may receive testing accommodations at the discretion of the test supervisor. Students who will have difficulty in completing their answer folder may be eligible for extended time, use of a large-print answer worksheet, or assistance in marking responses. Students who will have trouble reading may be eligible for extended time, use of a large-print test form, have the test read to them (a reader's script prepared by ACT must be used), or listen to the test recorded on audiocassette or CD. For more information about testing accommodations, see pages 7-11 of the *EXPLORE Room Supervisor's Manual* and pages 26-27 of the *EXPLORE Test Supervisor's Manual.* If a student tests with accommodations, fill in the appropriate accommodations code in the upper right-hand corner of page two of their answer folder. See page 10 of the *EXPLORE Room Supervisor's Manual* for a list of the accommodations codes. You must also complete a Medical Emergency Form provided by KDE.

Q: *Pre-ID labels: What should I do with a pre-ID label for a student who transferred out of our school before we tested?*

A: Destroy the label or, if already applied to an answer folder, destroy the answer folder. Do NOT use the label for another student and do not forward the label to the new school.

Q: *Pre-ID labels: If a student's name or birth date is incorrect on the pre-ID label, should I still use the label?*

A: Yes, because other information it provides will enable a match back to KDE's database. However, you should correct the information on the KDE roster and in the Student Information System (SIS).

Q: *Pre-ID labels: If there is no pre-ID label for a student, what should be done to test the student?*

A: If there is no pre-ID label for a student currently enrolled in the school, the BAC/Test Supervisor should prepare an answer folder for the student prior to the initial test session by completing blocks A-H with demographic information from the school record. Be certain to enter the state student ID number in block H. In block K, fill in the oval for Test Form 03B for standard time testing and 03A for accommodated testing. In the Special Status Codes area, fill in the oval for all special status codes that apply (see EXPLORE Room Supervisor's Manual, page 23). Add student to roster.

Q: *Answer Document Completion: What if a student has used an ink pen to record answers on his or her answer document?*

A: The Room Supervisor should use a #2 pencil to mark over each of the ink marks on the answer document, including any double responses to test items. This should be done carefully to ensure all original responses are covered with pencil marks.

Q: *Test materials after the test: What if I accidentally discarded or misplaced the envelopes needed for the return of test materials?*

A: The original shipping cartons included the authorized return shipping envelopes to be used for shipping scoring-related materials back to ACT. If these envelopes are no longer available, call EXPLORE and PLAN Customer Service for instructions.

Q: <u>Test materials after the test</u>: *What should I do with the used EXPLORE test books?*
A: Used EXPLORE test books should be retained in the testing school in a secure manner and returned to the students with their score reports. Unused test books are proprietary materials and while it is not necessary to return them to ACT, they should be destroyed in a secure manner, as you will not be able to use these test books next year.

Q: *<u>Test materials after the test/Test Security</u>: What should I do if I find used answer folders that should have been returned to ACT?*
A: If a used answer folder is found after the original return shipment, place the materials in a flat envelope or a small carton, if necessary, and include the following information on a sheet of school letterhead paper:
- School name
- ACT EXPLORE school code
- Test date
- Type and number of materials enclosed

Mail to: The ACT Scoring Center, 2727 Scott Blvd., PO Box 4059, Iowa City, IA 52243.

RESOURCE DOCUMENTS AVAILABLE

Why Take EXPLORE?
EXPLORE Test Supervisor's Manual
EXPLORE Room Supervisor's Manual (Includes *EXPLORE Instructions for Special Testing*)
EXPLORE Instructions for Completing Your Answer Folder
EXPLORE Answer Folder – blank
EXPLORE School Report Header – blank
Interpretive Guide to EXPLORE & STUDENT School Reports
Using Your EXPLORE Results 2009-2010

PLAN

PROGRAM OVERVIEW

The PLAN program helps **tenth** grade students build a solid foundation for future academic and career success and provides information needed to address school districts' high-priority issues. It is a comprehensive guidance resource that helps students measure their current academic development, explore career/training options, and make plans for the remaining years of high school and post-graduation years.

PLAN can help all students—those who are college-bound as well as those who are likely to enter the workforce directly after high school. As a "pre-ACT" test, PLAN is a powerful predictor of success on the ACT. At the same time, many schools recognize the importance of PLAN testing for all students, as it focuses attention on both career preparation and improving academic achievement.

DESCRIPTION	SUBJECT	NUMBER OF QUESTIONS	TIME
Required for all grade 10 students. A curriculum-based educational and career planning program providing early indicators of college readiness and elevating student expectations.	English Mathematics Reading Science	50 40 25 30	30 min 40 min 20 min 25 min

IMPORTANT DATES - PLAN	
MAY 13	• PLAN online ordering completed with KDE
AUG 17-21	• PLAN State Testing materials arrive in districts
AUG 26	• Last date to place PLAN supplemental orders through ACT Customer Service. After this date, contact KDE for supplemental orders
SEP 14 - 25	• PLAN State Testing window
OCT 2	• ACT prepaid pickup of PLAN Test materials for return to ACT
No later than NOV 2	• PLAN reports for schools arrive in district offices
No later than NOV 2	• PLAN reports for districts arrive in district offices
JAN – FEB 2010	• PLAN State Testing data interpretation workshops for DACs and other district and school staff

SPECIAL NOTE REGARDING PLAN EDUCATIONAL OPPORTUNITY SERVICE (EOS)

KDE is providing a student data file to ACT for use in generating PLAN pre-ID labels for each enrolled student. However, this file will NOT include students' mailing or e-mail addresses.

For students to be able to benefit from PLAN's Educational Opportunity Service (EOS) and to receive information from colleges and **scholarship agencies** that may be of interest to them, students MUST complete the following steps as directed on pages 3 and 6 of *Instructions for Completing Your PLAN Answer Folder* and in the *Room Supervisor's Manual*, pages 16 and 17.

- Fill in the oval in block C to indicate that they are making a change to the original address provided by KDE on the pre-ID label or if they are providing an e-mail address. This is vital because if block C is not marked, the PLAN scoring system will not recognize the addition of a mailing address change or e-mail address entered on the answer folder.
- Mark "YES" in block I to indicate interest in receiving EOS information. Students who do not wish to participate in EOS simply mark "NO" in the oval on Block I.
- Enter a complete mailing address in blocks P to S, and, if available, an e-mail address in block O (optional).

ACT will provide these instructions to school personnel through information provided in the *Room Supervisor's Manual.*

WHO SHOULD BE TESTED?

All students enrolled in **grade 10** of a Kentucky public school, except alternate assessment students, are to complete the PLAN program. Any student who skips grade 10 is still required to take all mandatory tests administered to all grade 10 students. A student who skips grade 10 must also take required assessment(s) for his/her current grade level. A student who must repeat grade 10 will be required to repeat grade 10 tests.

ADDITIONAL INSTRUCTIONS
- Block K: All students should mark "YES" even though they may actually be enrolled in a school different from where they are testing. KDE has directed that student results be reported by and returned to the school or facility at which the student tested. Marking "YES" in block K will ensure that student score reports are received by the testing school or facility.
- Block L: Kentucky schools are to leave Block L blank.

ACT will provide this instruction to school personnel through information provided in the *Room Supervisor's Manual.*

PRE-ID OF ANSWER FOLDERS

ACT will provide bar-coded pre-ID labels based on the student data file provided by KDE in June. Labels will be packaged with test materials by school, sorted alphabetically by student last name (i.e., in the order they were submitted to ACT). School personnel will need to affix labels to answer folders and sort documents by testing room prior to the first administration of non-test sections. Instructions for applying the labels will be included in the test materials shipment. Once a label is applied to an answer folder, the folder cannot be used for a different student. If there is no pre-ID label for a student please see PLAN *Frequently Asked Questions, on page 16,* for directions.

ACCOMMODATIONS

Rules for granting accommodations for PLAN testing are the same as for the KCCT. Go to **http://education.ky.gov/JumpTo/?jump=ACTAssessments** and click on PLAN Assessment for more information.

SPECIAL FORMAT MATERIALS AVAILABLE FOR ACCOMMODATIONS PLAN TESTING
• Large-print test book with large-print test response worksheet
• Braille test book
• Reader's Script of test book
• Test recorded on audiocassette or CD

Non-test portions of PLAN can be completed with the assistance of a reader or scribe in an untimed setting.

Reporting Accommodations

For students testing with accommodations, the Building Assessment Coordinator (BAC)/Test Supervisor must record a testing accommodations code in the shaded box at the top of the fourth page of the answer folder for all students receiving a special accommodation. They should mark the **one** code that best describes the accommodation. (See *Room Supervisor's Manual*, page 9).

1. Extended time limits with standard print materials(no other assistance)
2. Large-print test book with standard time limits
3. Large-print test book with extended time limits
4. Oral presentation from audio CD with extended time limits
5. Oral presentation (from reader's script only) with extended time limits
6. Braille test book with extended time limits
7. Scribe to transfer answers to answer folder with standard time limits
8. Scribe to transfer answers to answer folder with extended time limits
9. Assistive communication device (e.g., FM audio system) with extended time limits
10. Oral presentation from audiocassette with extended time limits

> ***PLAN accommodated forms are different from PLAN test forms used for students testing under standard conditions. This is an important distinction to remember during testing and when distributing test booklets to students with their student reports.***

Limited English Proficient (LEP)
First year LEP students in grade 10 are not required to take the PLAN assessments. A PLAN answer folder for a first year LEP student should not be returned to ACT. Schools will need to document first year LEP status on the roster and during review of data for reporting with KDE.

Second year and beyond LEP students in grade 10 are required to take the PLAN assessments. Districts need to bubble in **LEP** in the Special Status Code section on page 4 of the student's answer folder. If a LEP student receives any testing accommodation indicated on the PSP, districts also need to bubble the appropriate accommodation code on the answer folder.

DISPOSITION OF MATERIALS AFTER TESTING

Immediately after concluding the testing process, BACs/Test Supervisors should gather answer folders; prepare them as described in *Room Supervisor's Manual*, page 28 and return scorable materials to the DAC.

As scorable materials are received from schools, confirm that all administration forms (School Headers, Irregularity Reports, etc.) have been completed appropriately and placed correctly on top of the answer folders from the respective school. Answer folder envelopes from all schools in your district can be packaged together in one of the returnable cartons.

All PLAN test books should be retained at the schools, to be returned to the students with their PLAN Student Report. Any remaining, unused test books are proprietary materials and while it is not necessary to return them to ACT, they should be destroyed in a secure manner. You will not be able to reuse these test booklets for the following year.

PLAN REPORTS

All of the reports listed below will be delivered to DACs. Student and school reports should be forwarded to the respective schools.

REPORTS	LEVEL	MEDIA
PLAN Student Score Report with Item - Response including current school, and prior-year state norms (2 per student)	Student	Print
Using Your PLAN Results 2009-2010	Student	Printed booklet
PLAN Student Score Labels (2 per student)	Student	Self-adhesive labels
PLAN Student List Report	School	Print
PLAN Profile Summary Report – School (includes Presentation Packet, College Readiness Standards, and Early Intervention Rosters)	School	Print
PLAN Interpretive Guide for Student & School Reports	School	Print
PLAN Item-Response Summary Report – School	School	Print
PLAN Item-Response Summary Report Interpretive Guide	School	Print
PLAN Test Book 30B	School	Print
PLAN Data File by School (includes local and state norms)	School	.txt on CD
PLAN District Profile Summary Report (includes Presentation Packet and College Readiness Standards) and copies of PLAN Profile Summary Report – School for each testing school in the district	District	PDF on CD
PLAN Item Response Summary Report – District and copies of PLAN Item-Response Summary Report – School for each testing school in the district	District	PDF on CD
PLAN Data File by District (includes local, district and state norms)	District	.txt on CD

See Important Dates table on page 13 for clarification of report delivery timeline.

FREQUENTLY ASKED QUESTIONS

Q: *Test materials before the test: If a school does not have enough test materials for enrolled students, may I transfer materials from one school to another or borrow materials from another district?*

A: If a school needs additional PLAN test materials, they can be transferred from a school in your district that is certain to have extra materials. You should arrange for all such materials transfers, and keep a log with the sites, quantities and serial numbers of the specific materials transferred. However, do not transfer materials to or from another district.

Q: *Pre-ID labels: What should I do with a pre-ID label for a student who transferred out of our school before we tested?*

A: Destroy the label or, if already applied to an answer folder, destroy the answer folder. Do NOT use the label for another student and do not forward the label to the new school.

Q: *Pre-ID labels: If a student's name or birth date is incorrect on the pre-ID label, should I still use the label?*

A: Yes, because other information it provides will enable a match back to KDE's database. However, you should also correct the information on the KDE roster and in the Student Information System (SIS).

Q: *Pre-ID labels: If there is no pre-ID label for a student, what should be done to test the student?*

A: The BAC/Test Supervisor should prepare an answer folder by completing Blocks A through J and Blocks P through S on a blank answer folder prior to testing. Demographic information should be entered exactly as it appears in the official student record. The state student ID number should be entered in Block D. Add to KDE roster.

Q: *Last-minute accommodations: What do I do if a student is injured and will have trouble reading or completing an answer document during testing?*

A: Injured students may receive testing accommodations at the discretion of the test supervisor. Students who will have difficulty in completing their answer folder may be eligible for extended time, use of a large-print answer worksheet, or assistance in marking responses. Students who will have trouble reading may be eligible for extended time, use of a large-print test form, have the test read to them (a reader's script prepared by ACT must be used), or listen to the test recorded on audiocassette or CD. For more information about testing accommodations, see pages 7-13 of the *PLAN Room Supervisor's Manual* and pages 30-31 of the *PLAN Test Supervisor's Manual*. If a student tests with accommodations, fill in the appropriate accommodations code in the upper right-hand corner of page four of their answer folder. See page 9 of the *PLAN Room Supervisor's Manual* for a list of the accommodations codes. You must also complete a Medical Emergency Form provided by KDE.

Q: *Answer Document Completion*: What if a student has used an ink pen to record answers on his or her answer document?

A: The Room Supervisor should use a #2 pencil to mark over each of the ink marks on the answer document, including any double responses to test items. This should be done carefully to ensure all original responses are covered with pencil marks.

Q: *Test materials after the test: What if I accidentally discarded or misplaced the envelopes needed for the return of test materials?*

A: The original shipping cartons included the authorized return shipping envelopes to be used for shipping scoring-related materials back to ACT. If these envelopes are no longer available, call ACT Customer Service for instructions.

Q: *Test materials after the test: What should I do if I find Answer Folders that should have been returned to ACT?*

A: The only PLAN test materials that must be returned to ACT are used answer folders to be processed. If a used answer folder is found after the original return shipment, place the materials in a flat envelope or a small carton, if necessary, and include the following information on a sheet of school letterhead paper:
- School name
- ACT PLAN school code
- Test date
- Type and number of materials enclosed

Mail to: The ACT Scoring Center, 2727 Scott Blvd., PO Box 4029, Iowa City, IA 52243.

<u>RESOURCE DOCUMENTS AVAILABLE</u>
Why Take PLAN?
PLAN Test Supervisor's Manual
PLAN Room Supervisor's Manual (Includes *PLAN Instructions for Special Testing*)
PLAN Answer Folder - blank
PLAN School Header - blank
PLAN Instructions for Completing Your Answer Folder
Using Your PLAN Results
PLAN Interpretive Guide for Student & School Reports

THE ACT

PROGRAM OVERVIEW

The ACT program is a comprehensive system for collecting and reporting information about students planning to enter postsecondary education. It consists of four major components:

Tests of Educational Development
The multiple-choice tests cover four skill areas: English, mathematics, reading, and science. The tests emphasize reasoning, analysis, problem solving, and the integration of learning from various sources, as well as the application of these proficiencies to the kinds of tasks college students are expected to perform.

Course/Grade Information Section
This component provides 30 self-reported high school grades in English, mathematics, natural sciences, social studies, language, and the arts. The courses include those that customarily form the core of a college preparatory curriculum and are frequently required for admission to college.

Student Profile Section
The SPS contains information reported by students, in such categories as educational plans, interests, and needs; financial aid; demographic background information; and extracurricular activities.

The ACT Interest Inventory
This 72-item survey reports scores that parallel six interest and occupational types. The Interest Inventory helps students identify majors consistent with their interests.

DESCRIPTION	SUBJECT	NUMBER OF QUESTIONS	TIME
Required for all grade 11 students. Assesses high school students' general educational development and their ability to complete college-level work.	English	75	45 min
	Mathematics	60	60 min
	Reading	40	35 min
	Science	40	35 min

DAC COMMUNICATIONS FOR THE ACT STATEWIDE TEST

Throughout the year, information regarding test-day administration, accommodations, and irregularities for the ACT will be communicated directly to school personnel, including Test Supervisors and Test Accommodations Coordinators (TACs).

To keep DACs fully informed, all significant information sent to Principals, Test Supervisors, and TACs will also be copied to DACs. All key communications are reviewed and authorized by the Kentucky Department of Education's Office of Assessment and Accountability.

WHO SHOULD BE TESTED?

All students enrolled in **grade 11** at a Kentucky public school, except alternate assessment students, are to be tested. For any grade 11 student who does not test, an *ACT Nonparticipation Form* is to be completed and returned to KDE by the Test Supervisor. DACs should receive a copy of each of these from Test Supervisors.

IMPORTANT DATES –THE ACT	
Week of AUG 10	ACT establishment packets delivered to high school principals, informational copies sent to DACs
SEPT - OCT	Principals, Test Supervisors (TS), Back-up Test Supervisors (BU), Test Accommodations Coordinators (TAC), and DACs register online for Test Administration Workshops (ACT will communicate a two-week window for online registration to schools and DACs in establishment mailing)
NOV 9 - 12	Test Administration Training Workshops conducted by ACT – All newly appointed Test Supervisors (TS), Back-up Test Supervisors (BU), and Test Accommodations Coordinators (TAC) are <u>required</u> to attend (Previously trained staff and DACs are invited, but not required to attend)
Early DEC	DACs and previously trained testing staff who did not attend a training workshop receive mailing of updated training materials
DEC 1	Deadline for ACT to receive *Requests for ACT-Approved Test Accommodations* with accompanying documentation for students enrolled at the school as of <u>Nov 1</u>
DEC 18	Receipt deadline for *Proposal for Off-Site Administration* submitted to ACT, if schools are unable to meet the standard testing requirements at the school
JAN 8	Receipt deadline for Test Supervisor to submit Enrollment Confirmation Form – confirming shipping address and grade 11 enrollment
JAN 22	**Deadline for ACT to receive:** • *Request for ACT-Approved Test Accommodations* with accompanying documentation for students new to school between <u>Nov 1 and Jan 22</u> • *Application for State-Allowed Test Accommodations* for students who did not first apply for ACT-Approved Accommodations (applies to both students enrolled as of <u>Nov </u>1 and any students new to the school between <u>Nov 1 and Jan 22</u>)
Week of JAN 25-29	Preliminary Accommodations Roster for ACT-Approved Accommodations arrives at schools with instructions for TACs to review accommodations, timing codes and the test format approved for each student
Late JAN	Non-secure materials shipped to Test Supervisors by ACT – includes *Taking the ACT*, answer folders, barcode labels, and Supervisor's Manuals
FEB 5	TACs must contact ACT with questions or changes to the Preliminary Accommodations Roster for ACT-Approved Accommodations. No response indicates school agrees the roster and accommodations are accurate
EARLY FEB – MAR 8	• Schools complete pre-test sessions with their students. These must be completed prior to test day • Test Supervisors and Backups begin training Room Supervisors and Proctors; Test Accommodations Coordinators train staff assigned to help with accommodations testing
FEB 12	**Deadline for ACT to receive:** • *Application for State-Allowed Accommodations* for students denied ACT-Approved Accommodations • School requests for transferring students previously accounted for (<u>both</u> ACT-Approved and State-Allowed) from one school in Kentucky to a different school. All such requests must be submitted on a transfer form, available online at: **http://education.ky.gov/JumpTo/?jump=ACTAssessments**

IMPORTANT DATES – THE ACT	
FEB 1 (Continued)	**Deadline for ACT to receive:** • Information in response to previous requests for missing information to support on-time *Request for ACT-Approved Test Accommodations* or *Application for State-Allowed Accommodations* • Signed *Application for State-Allowed Accommodations* <u>by fax</u> for students new to school between <u>Jan 23 and Feb 12</u> • Requests <u>by fax</u> due to rapid onset medical emergencies that become known by <u>Feb 12</u> • *Application for State-Allowed Accommodations* for students who have a newly identified disability between <u>Jan 23 and Feb 12</u>

FEB 25-MAR 2	• Test Supervisor receives secure materials shipment for INITIAL March testing
	• Test Accommodations Coordinator receives secure shipment of
	  1. Final roster of ACT-Approved Accommodations and student letters (will not include any late requests)
	  2. ACT-Approved alternate format test materials, such as large type, audio DVD, audiocassette, and Braille
	• Test Accommodations Coordinator receives secure shipment of State-Allowed Accommodations final roster and test materials
	• After check-in place in locked storage

MAR 8	• Testing Staff
	  1. Remind students to bring acceptable ID, pencils, and calculators on test day; permitted calculators must meet ACT requirements. Remind students NOT to bring cell phones or other electronic devices (e.g., iPods, MP3 players)
	  2. Test Supervisor and Back-up Test Supervisor count out and record test booklet numbers for each room; return to locked storage overnight
	  3. Hold a pre-test session for any students who have not yet completed the non-test portions of the answer folder. This must be completed prior to test day

MAR 9	• **ACT Initial Test Date**
MAR 9-23	• **ACT Accommodations testing window**
MAR 10	• Receipt Deadline: Schools order Makeup test materials (standard time testing only)
MAR 10	• *Initial Test Date materials pickup.*
MAR 17-19	• Test Supervisor receives secure materials shipment for MAKEUP March testing • After check-in place in locked storage
MAR 18-22	• Hold a pre-test session for any students who have not completed the non-test portions of the answer folder. Unused answer folders from the initial test date may be used for makeup testing.
MAR 23	• **ACT Makeup Test Date**
MAR 24	• *Makeup & Accommodations test materials pickup*
MAR 26	Schools are responsible to ensure all test materials have been shipped back to ACT no later than March 26, 2010. Failure to return materials on time following procedures outlined in the Supervisor's Manual and training materials may result in answer folders not being scored.

STANDARD TESTING REQUIREMENTS

Schools must abide by the standard testing requirements as stated in *ACT Standard Testing Requirements* and the *ACT Supervisor's Manual for State Testing.* Copies of each of these documents will be provided to DACs by ACT.

APPOINTING REQUIRED TESTING STAFF

For schools to establish their participation, they must complete all test site establishment documents provided by ACT. The initial mailing will be sent to the school principal who will identify the required testing staff (Test Supervisor, Backup Test Supervisor, and Test Accommodations Coordinator) at each school. DACs will receive informational copies of such mailings.

The **Test Supervisor** must meet ACT's standard requirements for testing staff, provide documentation of the school's secure storage facilities, and agree to ACT's standard testing requirements for test administration. The Test Supervisor will serve as the primary contact for all communications about the ACT administration, will receive materials, will be responsible for conducting standardized and secure test administrations at the school, and will promptly return all test materials to ACT. Each appointed Test Supervisor will be required to complete and return to ACT an *ACT State Testing Test Supervisor Profile*. After review and approval of the Profile, all future communications about the test administration will be addressed to the Test Supervisor.

Principals will be required to appoint a **Back-up Test Supervisor** who meets the same criteria as the Test Supervisor, and who will be able to serve in the event that the Test Supervisor is unable to fulfill his/her administration duties on the test day. Each Back-up Test Supervisor must complete an *ACT State Testing Back-up Test Supervisor Profile* for ACT's review and approval.

Principals will appoint a **Test Accommodations Coordinator (TAC)** to serve students who need test accommodations (see "Students Requesting Test Accommodations" below). This individual will be responsible for submitting requests for accommodations and coordinating the testing of students approved for those accommodations during the period of time between the spring initial test date and the makeup test date. The TAC will serve as the primary contact for all communications about the ACT accommodations administration, will receive the accommodation test materials, will be responsible for conducting standardized and secure test accommodations administrations at the school, and the prompt return of all accommodations test materials to ACT. The TAC must complete an *ACT State Testing Test Accommodations Coordinator Profile* agreeing to take on this responsibility.

ACCOMMODATIONS

ACT is committed to ensuring that official ACT scores reported to colleges and other entities from Kentucky State Testing are comparable to scores earned through other forms of ACT testing involving the application of ACT's test accommodations policies. Therefore, ACT supports the following two forms of accommodations on the ACT when it is administered as part of a state testing program:

- **ACT-Approved Accommodations** result in ACT scores that are fully reportable to colleges, scholarship agencies, and other entities *in addition to* being used for state testing purposes. Only students with professionally diagnosed and documented disabilities and who receive accommodations in school should apply for ACT-approved

accommodations. Examples of accommodations that may be requested include extended time, alternate test formats, stop-the-clock breaks, and authorization to test over multiple days. Requests will be reviewed by ACT staff, and if appropriate, by other expert disability consultants, to ensure they meet ACT's established eligibility criteria and include the same supporting documentation required for approving all other ACT accommodations requests.

- **State-Allowed Accommodations** that result in ACT scores used only for state testing purposes; these scores are not college-reportable. English language learners (ELL) who do not have a disability but receive accommodations in school should request State-Allowed Accommodations.

The school's appointed TAC will submit individual requests for test accommodations to ACT. The TAC will submit **one** of the following forms for each student for whom accommodations are requested:

- *Request for ACT-Approved Accommodations* – This request form will be used to request ACT approval of test accommodations for students who meet ACT's established eligibility requirements.

- *Application for State-Allowed Accommodations* – This application will be used to request test materials for students who will test with "state-allowed" accommodations. This includes students who do not meet ACT's eligibility requirements (e.g., English language learners with no disabilities) or whose requests for ACT-Approved Accommodations have been denied.

ACT Review of Requests for Accommodations on the ACT

ACT will review requests for ACT approval by applying the Americans with Disabilities Act (ADA) standards that are used for all such requests. Approval is dependent on submission of all required documentation by the stipulated deadline and review by ACT. It is possible for ACT to approve an accommodation for one student, while the same accommodation may be denied for a different student.

Students who do not meet ACT eligibility requirements (e.g., English language learners with no disabilities) or whose requested accommodations are denied by ACT may apply to take the ACT with the denied accommodations under the State-Allowed Accommodations option, *or* they may test standard time without accommodations. IMPORTANT NOTE: Students must apply for the State-Allowed Accommodations so that ACT can ship the correct ACT test materials – which are *different* from those used by examinees testing with ACT-Approved Accommodations.

See Important Dates on page 20 for Accommodations request timeline for 2009-2010.

INVALIDATED SCORES

If any student's test scores are invalidated, ACT will notify KDE in writing of records that have been invalidated. ACT will also notify schools and students as appropriate when scores are cancelled or the answer folder is not scored. KDE will be responsible for informing DACs of the outcomes.

ACT REPORTS

STANDARD ACT REPORTS BY STUDENT (ALL COLLEGE-REPORTABLE STATE TESTING SCORES)*			
Report	Media	When Distributed	Recipient
Student Report and Booklet, *Using Your ACT Results*	Print	3-8 weeks after test date	Student at address entered on answer folder
High School Report (1 per student), Score Labels (2 per student), High School List Report (1 per report delivery)	Print (Multiple deliveries as scoring is completed)	3-8 weeks after test date	Director of Counseling (by title only)
College Report(s)	As requested by college	As requested by college	College(s) entered by student on answer folder

*Students receiving State-Allowed Accommodations on the ACT do not receive a college-reportable score.

HIGH SCHOOL REPORTS FROM ACT STATE TESTING				
Report	Population Reported	Media	When Distributed	Recipient
High School Profile Report	All students[1]	Print	Late July	Principal
College Readiness Standards Report	All students[1]	Print	Late July	Principal
State-Allowed Score Notification Letter (1 for student, 1 for school)	Students Tested with State-Allowed Accommodations	Print	Late July	Principal

[1] Including students tested with State-Allowed and ACT-Approved Accommodations.

DISTRICT REPORTS FROM ACT STATE TESTING				
Report	Population Reported	Media	When	Recipient
District High School Profile Report	All students[1]	Print	Late July	DAC
High School Profile Report for each HS in District	All students[1]	Print	Late July	DAC
District College Readiness Standards Report	All students[1]	Print	Late July	DAC
District Student Data File	All students[1]	CD	Late July	DAC

[1] Including students tested with State-Allowed and ACT-Approved Accommodations

FREQUENTLY ASKED QUESTIONS

Q: Test Scores: Will the March ACT test given to Kentucky 11th grade students count for college admissions purposes?
A: All students who take the ACT as part of State Testing in Kentucky with either standard time or ACT-Approved Accommodations and receive scores will be able to use those scores for college admission and scholarship purposes. Students who test using State-Allowed Accommodations or who do not receive scores due to prohibited behavior or a misadministration will not be able to use their results for college admissions.

Q: *Test Sites: Will high schools that are already approved test centers for the national ACT administration have to be approved again for the ACT for KY weekday administration?*
A: Yes, high schools currently serving as ACT test centers must return their establishment packet materials and request to be established as a test site for the weekday administration of the ACT for Kentucky.

Q: *November Training Workshops:* I would like all the principals and counselors in my district to attend the ACT training workshops. Can I register extra staff?
A: No, due to space limitations, only the 3 appointed testing staff for participating high schools (Test Supervisor, Back-Up Test Supervisor, and Test Accommodations Coordinator) and DACs will be attending the workshop. Materials will be provided to testing staff so that they may in turn train Room Supervisors and Proctors to assist them with test administration in their schools.

Q: *Test Administration: Can district personnel and other interested parties (DACs, school board members, superintendents, media, etc.) monitor test administration on test day?*
A: To protect examinees from anxiety and distractions, unauthorized persons – including parents, board personnel, media, etc. – must not be allowed to enter, observe, or photograph test rooms or preliminary activities. Only authorized personnel serving in the role of testing staff (Test Supervisor, Back-Up TS, TAC, Room Supervisor or Proctor) are allowed in the testing area.

RESOURCE DOCUMENTS AVAILABLE:
ACT State Testing – Checklist of Dates: Standard Time Testing and Accommodations Testing
Supervisor's Manual
Preparing for the ACT
Taking the ACT
Standard Testing Requirements
Qualifications and Responsibilities, Test Supervisors, Back-up Test Supervisors, and Test Accommodations Coordinators

2009-2010 COMPREHENSIVE CALENDAR **FOR KENTUCKY STATE TESTING**	
MAY 13	• **EXPLORE & PLAN** online ordering completed with KDE by DACs
Week of AUG 10	• **ACT** establishment packets delivered to high school principals, informational copies sent to DACs
AUG 17-21	• **EXPLORE & PLAN** State Testing materials arrive in districts
AUG 26	• Last date to place EXPLORE & PLAN supplemental orders through ACT Customer Service. After this date, contact KDE for supplemental orders
SEPT- OCT	• Principals, Test Supervisors (TS), Back-up Test Supervisors (BU), Test Accommodations Coordinators (TAC), and DACs register online for **ACT** Test Administration Workshops (ACT will communicate 2 week window for online registration to schools and DACs in establishment mailing)
SEP 14 - 25	• **EXPLORE & PLAN** State Testing window
OCT 2	• ACT prepaid pickup of **EXPLORE & PLAN** Test materials for return to ACT
NOV 9-12	• Test Administration Training Workshops conducted by **ACT** – All newly appointed Test Supervisors (TS), Back-up Test Supervisors (BU), and Test Accommodations Coordinators (TAC) are <u>required</u> to attend (previously trained staff and DACs are invited, but not required to attend)
No later than NOV 2	• **EXPLORE & PLAN** reports for schools arrive in district offices
No later than NOV 2	• **EXPLORE & PLAN** reports for districts arrive in district offices
Early DEC	• DACs and previously trained testing staff who did not attend an **ACT** training workshop receive mailing of updated training materials
DEC 1	• Deadline for **ACT** to receive *Requests for ACT-Approved Test Accommodations* with accompanying documentation for students enrolled at the school as of <u>**Nov 1**</u>
DEC 18	• Receipt Deadline for **ACT** *Proposal for Off-Site Administration* submitted to ACT, if schools are unable to meet the standard testing requirements at the school
JAN 8	• Receipt deadline for Test Supervisor to submit **ACT** Enrollment Confirmation Form – confirming shipping address and grade 11 enrollment
JAN - FEB	• **EXPLORE & PLAN** State Testing data interpretation workshops for DACs and other district and school staff
JAN 22	**Deadline for ACT to receive:** • *Request for ACT-Approved Test Accommodations* with accompanying documentation for students new to school between <u>Nov 1 and Jan 22</u> • *Application for State-Allowed Test Accommodations* for students who did not first apply for ACT-Approved Accommodations (applies to both students enrolled as of <u>Nov 1</u> and any students new to the school between <u>Nov 1 and Jan 22</u>)
Week of JAN 25-29	• Preliminary Accommodations Roster for **ACT**-Approved Accommodations arrives at schools with instructions for TAC's to review accommodations, timing codes and the test format approved for each student.
Late JAN	• Non-secure materials shipped to Test Supervisors by **ACT** – includes *Taking the ACT*, answer folders, barcode labels, and Supervisor's Manuals
FEB 5	• TACs must contact **ACT** with questions or changes to the Preliminary Accommodations Roster for ACT-Approved Accommodations. No response indicates school agrees the roster and accommodations are accurate.
Early FEB – MAR 8	• Schools complete **ACT** pre-test sessions with their students. These must be completed prior to test day. • ACT Test Supervisors and Backups begin training Room Supervisors and

	Proctors; Test Accommodations Coordinators train staff assigned to help with accommodations testing.
FEB 12	**Deadline for ACT to receive:** • *Application for State-Allowed Accommodations* for students denied ACT-Approved Accommodations • School requests for transferring students previously accounted for (both ACT-Approved and State-Allowed) from one school in Kentucky to a different school. All such requests must be submitted on a transfer form, available online at: **http://education.ky.gov/JumpTo/?jump=ACTAssessments** • Information in response to previous requests for missing information to support on-time *Request for ACT-Approved Test Accommodations* or *Application for State-Allowed Accommodations* • Signed *Application for State-Allowed Accommodations* by fax for students new to school between Jan 23 and Feb 12 • Requests by fax due to rapid onset medical emergencies that become known by Feb 12 • *Application for State-Allowed Accommodations* for students who have a newly identified disability between Jan 23 and Feb 12

FEB 25-MAR 2	• Test Supervisor receives secure materials shipment for INITIAL **ACT** March testing.
	• ACT Test Accommodations Coordinator receives secure shipment of
	   1. Final roster of ACT-Approved Accommodations and student letters (will not include any late requests)
	   2. ACT-Approved alternate format test materials, such as large type, audio DVD, audiocassette, and Braille
	• ACT Test Accommodations Coordinator receives secure shipment of State-Allowed Accommodations final roster and test materials
	• After check-in place in locked storage

MAR 8	• **ACT** Testing Staff
	   1. Remind students to bring acceptable ID, pencils, and calculators on test day; permitted calculators must meet ACT requirements. Remind students NOT to bring cell phones or other electronic devices (e.g., iPods, MP3 players)
	   2. Test Supervisor and Back-up Test Supervisor count out and record test booklet numbers for each room; return to locked storage overnight.
	   3. Hold a pre-test session for any students who have not yet completed the non-test portions of the answer folder. This must be completed prior to test day.

MAR 9	• **ACT INITIAL Test Date**
MAR 9-23	• **ACT Accommodations testing window**
MAR 10	• Receipt Deadline: Schools order makeup test materials for the **ACT** (standard time testing only)
MAR 10	• *Initial ACT Test Date materials pickup*
MAR 17-19	• Test Supervisor receives – secure materials shipment for MAKEUP **ACT** March testing • After check-in place in locked storage
MAR 18-22	• Hold a pre-test session for any students who have not completed the non-test portions of the **ACT** answer folder. Unused answer folders from the Initial test date may be used for Makeup testing

2009-2010 COMPREHENSIVE CALENDAR FOR KENTUCKY STATE TESTING	
MAR 23	• **ACT Makeup Test Date**
MAR 24	• ***ACT Makeup & Accommodations test materials pickup***
MAR 26	Schools are responsible to ensure all test materials have been shipped back to **ACT** no later than March 26, 2010. Failure to return materials on time following procedures outlined in the Supervisor's Manual and training materials may result in answer folders not being scored.